Computers and the internet are **ubiquitous**

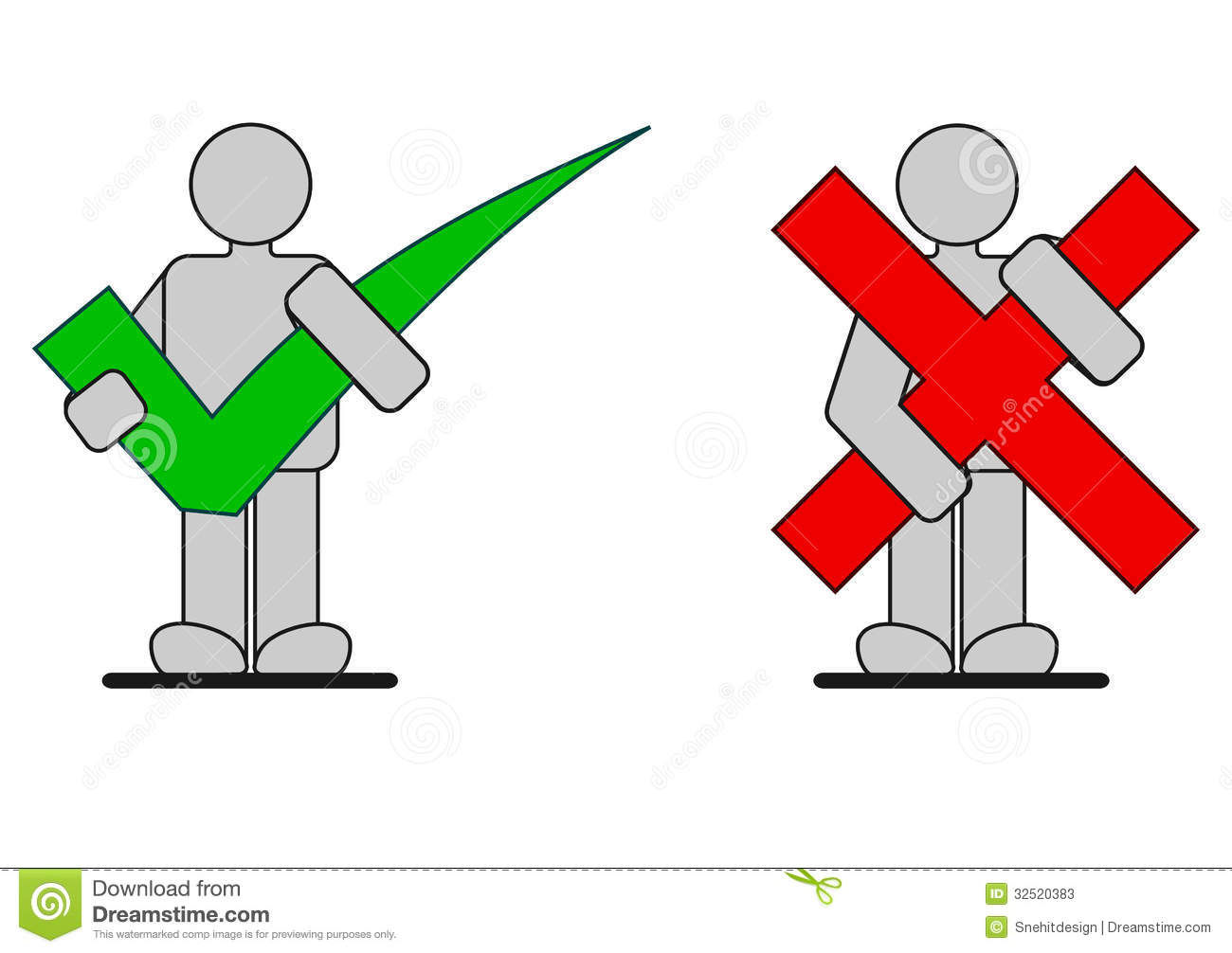
Netiquette

in today’s world and it is important that we learn to use them:

* correctly
* safely
* and kindly.

Here is your guide for online etiquette!

Many of the online tools we are going to discuss today are for academic use. Thus, you should be careful to use them for these purposes and in an appropriate way.

**Comments:** Your comments should be relevant to the classwork or be a good question for your classmates about the material.

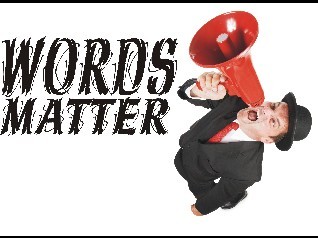
**AVOID ALL CAPS!** It looks like you are shouting.

**Emails:** Emails should be formatted properly and use correct grammar – especially when writing to a teacher. Let’s practice!

* Don’t post personal information online

e.g. name, passwords, address, phone #

* Keep passwords private; log out of sites
* Think before you post information
* Think before you ACCEPT information from unknown sources in your email or advertisements.
* Beware spam! (Forwarded email chains are a bad idea.)



> Be respectful of yourself and others.

> If you encounter a bully, block them and tell a trusted adult.

> Don’t be a bully – words matter! Your tone of voice may not come through online – so only kind words.

> Treat people online as you would like to be treated in person.

> If you repeatedly violate guidelines, your account may be suspended. Be a good digital citizen.

Here is an example of correct email formatting too!

*Dear Parents,*

*Throughout the year, students may have online homework assigned. They will usually have a paper option or additional time to complete the assignment in case there are troubles with internet access at home. In the latter case, students should plan to attend tutorial or work from the school library.*

*I do not intend to cause the Robocalypse and promise to faithfully use technology only when it can enhance student learning.*

*Best wishes,*

*Jamel Daugherty*

|  |  |  |
| --- | --- | --- |
| **Statement** | **Student Initials** | **Parent Initials** |
| We have discussed digital citizenship and netiquette. |  |  |
| We have stored a copy of the necessary usernames and passwords in an accessible place at home AND have left the original copy to be stored in the student’s Latin binder. |  |  |
| We understand what to do to complete homework in the case of technical difficulties. |  |  |
| We understand that Ms. Daugherty is not an agent of the Robocalypse, but would like to encourage students towards greater computer literacy and responsibility online. |  |  |

Optional: Please review and sign the media release form attached.